



STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
May 2005
OPEN COMPETITIVE
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Motor Vehicle Commission Field Investigator (D)	32423	--
Motor Vehicle Commission Field Investigator Supervisor (D)	32422	--
Residential Program Specialist (F)	72215	\$27,372 - \$43,848
Unauthorized Substances Tax Enforcement Manager (B)	75849	\$36,792 - \$58,428
Unauthorized Substances Tax Enforcement Officer (B)	75848	\$31,008 - \$49,296
Eligibility Assistant (B, I)	06116	\$19,656 - \$31,464

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective.
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective May 9, 2005.
- C - Register was ABOLISHED and REESTABLISHED effective.
- D - Job classification will be ABOLISHED effective May 9, 2005.
- E - Job classification will have a TITLE CHANGE effective.
- F - Job classification will have a change in SALARY effective May 9, 2005.
- G - Job classification will be converting from EXECUTIVE SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H - Job classification will have a change of Probationary Period from 6 months to 1 year.
- I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective
- K - Job classification will be converting from CAREER SERVICE to both EXECUTIVE SERVICE and CAREER SERVICE effective.
- L - Job classification will be converting from both EXECUTIVE SERVICE and CAREER SERVICE to CAREER SERVICE effective.
- M - Job classification changed examination method from Competitive to Non-Competitive.



Tennessee Department of Personnel, Authorization #319177, November, 2004. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

ELIGIBILITY ASSISTANT

SUMMARY: Under immediate supervision, performs eligibility-related paraprofessional work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class assists Eligibility Counselors in Families First case management activities and learns the rules and regulations necessary to determine eligibility for monetary benefits for social services. This class differs from Eligibility Clerk in that an incumbent of the latter performs eligibility-related clerical duties which follow prescribed and well-established procedures. This class differs from Eligibility Counselor 1 in that an incumbent of the latter performs work of greater scope and complexity in learning to interview applicants to determine needed social services and eligibility for these services.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of full-time clerical experience.

OR

One year of experience as an Eligibility Clerk with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Computer Administered Test, 100%, for Career Service positions.

UNAUTHORIZED SUBSTANCES TAX ENFORCEMENT MANAGER

SUMMARY: Under general supervision, is responsible for administration and management of unauthorized substances tax collections of considerable difficulty involving supervision of subordinate unauthorized substances tax enforcement officers engaged in collecting delinquent taxes; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises tax enforcement officers in handling unauthorized substances delinquent tax cases and investigating individuals who have been arrested and are delinquent in their tax payment or who wish to negotiate a payment schedule. This class differs from Unauthorized Substances Tax Enforcement Officer in that incumbents of the latter are not responsible for supervising a unit of tax enforcement officers. This class differs from Revenue Enforcement Assistant Director in that the incumbent of the latter is responsible for assisting in planning, organizing, and directing the Tax Enforcement Division of the Department of Revenue.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in a business related field (including, but not limited to, accounting, banking, economics, finance, or taxation), criminal justice, law, or criminology and experience equivalent to four years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

Substitution of Education for Experience: Additional graduate coursework in a business related field, criminal justice, law, or criminology may substitute for the required experience on a year-for-year basis to a maximum of two years (i.e., 36 graduate quarter hours in one of the above listed field may substitute for one year of the required experience).

Substitution of Experience for Education: Professional experience in tax investigation, analysis of financial information, or law enforcement may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years (i.e., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Graduation from an accredited college or university with an associate's degree in a business related field, criminal justice, law, or criminology and experience equivalent to five years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

OR

Graduation from an accredited college or university with any bachelor's degree and experience equivalent to five years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

OR

Four years of full-time experience as a Revenue Enforcement Officer with the State of Tennessee.

OR

Three years of full-time experience as an Unauthorized Substances Tax Enforcement Officer with the State of Tennessee.

Necessary Special Qualifications:

1. A valid vehicle operator's license is required for employment in some positions.
2. Must be able to qualify and remain current with assigned state weapons.
3. Must be eligible to receive security clearance, as required by appropriate regulations.
4. Must pass a physical examination by a licensed physician to determine if physical condition is sufficient to perform all assigned duties.
5. Must have no conviction for a felony or misdemeanor involving moral turpitude or have been discharged under any conditions other than honorable from any branch of the United States armed forces.
6. Must pass a psychological examination to see if candidate is suitable to carry a firearm.
7. Must be able to meet the requirements of P.O.S.T. certification.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

UNAUTHORIZED SUBSTANCES TAX ENFORCEMENT OFFICER

SUMMARY: Under general supervision, is responsible for unauthorized substances tax collections work of routine difficulty. This involves personal contacts with high risk taxpayers that are known drug dealers and criminals to collect delinquent taxes; performs related work as required.

DISTINGUISHING FEATURES: An employee in this class handles unauthorized substances delinquent tax cases within and across territories and investigates individuals who have been arrested and are delinquent in their tax payment or who wish to negotiate a payment schedule. This class differs from Unauthorized Substances Tax Enforcement Manager in that incumbents of the latter are responsible for the supervision of a unit of Unauthorized Substances Tax Enforcement Officers.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in a business related field (including, but not limited to, accounting, banking, economics, finance, or taxation), criminal justice, law, or criminology and experience equivalent to two years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

Substitution of Education for Experience: Additional graduate coursework in a business related field, criminal justice, law, or criminology may substitute for the required experience on a year-for-year basis to a maximum of one year (i.e., 36 graduate quarter hours in one of the above listed fields may substitute for one year of the required experience).

Substitution of Experience for Education: Experience in professional tax investigation, analysis of financial information, or law enforcement may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years (i.e., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Graduation from an accredited college or university with an associate's degree in a business related field, criminal justice, law, or criminology and experience equivalent to three years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

OR

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

OR

Two years of full-time experience as a Revenue Enforcement Officer with the State of Tennessee.

Necessary Special Qualifications:

1. A valid vehicle operator's license is required for employment in some positions.
2. Must be able to qualify and remain current with assigned state weapons.
3. Must be eligible to receive security clearance, as required by appropriate regulations.
4. Must pass a physical examination by a licensed physician to determine if physical condition is sufficient to perform all assigned duties.
5. Must have no conviction for a felony or misdemeanor involving moral turpitude or have been discharged under any conditions other than honorable from any branch of the United States armed forces.
6. Must pass a psychological examination to see if candidate is suitable to carry a firearm.
7. Must be able to meet the requirements of P.O.S.T. certification.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.